



Department of Corrections
NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL

Assorted Information

Transmittal
Letter Number:

00-02

Revision Date:

The purpose of this document is to provide information regarding additional revisions to the newly-formatted Department Operations Manual (DOM) that have not been previously distributed and were not included in Notice of Change to Department Operations Manual, Transmittal Letter Number 00-01. The following is a list of chapters and articles that have been modified and a short synopsis of the change.

Chapter 1

Article 1, Organization

This article was amended to update the organizational structure of the California Department of Corrections (CDC).

Chapter 2

Article 20, Inmate Welfare Fund

Section 23010.13, Distribution of Contraband Currency, rescinds the change made via DOM Revision II-14, dated October 20, 1998, which included "cash in the mail" as contraband currency to be deposited in the Inmate Welfare Fund as miscellaneous income.

Chapter 3

Article 6, Appointments

Section 31060.6.2, Retired Annuitant Appointments, is modified to remove the Physical Abilities Test, Background Investigation, Preemployment Medical Examination, and Peace Officer Psychological Evaluation as requirements for the appointment of retired annuitants who were previously employed by CDC as peace officers.

Article 9, Employee Death

This is a new article that incorporates modified language regarding "Employee Death" and "Display of the Flag" that was previously contained in Chapter 3, Article 20.

Article 15, Release of Payroll Warrants

This article has been completely revised. The exhibits were deleted since sample forms are no longer included. Section 31155.4.1, Responsibilities of an Employee Requesting an Early



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Release of a Payroll Warrant, was modified to reference CDC Form 1816, Request for Early Release of Payroll Warrant. Section 31155.5, Late Dock Salary Advance, was modified to incorporate late dock salary advances.

Article 17, Personnel Examining

This article was modified with nonsubstantive changes.

Article 20, Personnel Policies

Sections with language pertaining to “Employee Death” and “Display of the Flag” were modified to delete this language as these subject matters were moved to new Article 9.

Old DOM Section 22100/Chapter 2, Article 19

A revision to old DOM Section 22100 (revised March 22, 1998, revision number II-15) was inadvertently left out of Chapter 2, Article 19, of the newly-formatted DOM. Attached is revised Article 19, DVBE Program for Services, Commodities, and Public Works, which replaces the entire Article 19, M/W/DVBE Program for Services.

A revision to old DOM Section 31110 (revised December 5, 1994) was inadvertently left out of Chapter 3, Article 11, of the newly-formatted DOM. Attached is revised Article 11, Smoking-Nonsmoking which replaces the entire article.

Please inform all persons concerned of the contents of this notice, which shall be maintained and the information contained in this document utilized until it is incorporated into the next updated DOM. Please direct any inquiries regarding this notice to Rick Grenz, Chief, Regulation and Policy Management Branch, at (916) 323-2460 or CALNET 473-2460.

TERESA ROCHA
Chief Deputy Director
Support Services

Attachments